

ACCESS PROJECT 1: Creating a New Artists Database

Objectives Practiced

- Create a new database.
- Save a table.
- Enter records.
- Modify field properties.

Lloyd owns the Grey Tornado Gallery, a small downtown art gallery that showcases local artists. The gallery has recently expanded into an outdoor space next to the building and has started hosting a monthly art market where artists can rent a booth to sell their work. The art market is growing in popularity, and Lloyd decides it would be easier to use a database to keep records.

1. Create a new blank database, and save it as **Art Market.accdb** in the location where you store your data files.
2. In the table, rename the ID field **Artist ID**.
3. Assign the Number data type for the Artist ID field, and make sure the values entered in this field are required to be unique.
4. In Datasheet view, add the following new fields in the table from left to right: **Last Name, First Name, Phone #, Type of Art**.
5. Enter data into the table as shown in the figure below.

Artist ID	Last Name	First Name	Phone #	Type of Art	Add New Field
1201	Kramer	James	405-555-0110	Photography	
1202	Eminhizer	Terry	405-555-0133	Sculpture	
1203	Mughal	Salman	405-555-0145	Ceramics	
1204	Vance	Mandy	405-555-0981	Mixed Media	
1205	Leavitt	Elsa	405-555-0777	Painting	
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6. Save the table as **Artists**.
7. Move the First Name field so that it is located between the Artist ID field and the Last Name field.
8. Specify the Last Name field requires a value.
9. Save and close the Artists table. Close the database and exit Access.